



**Jefferson County, Wisconsin**

**Request for Proposal**

**Roof Replacement Project-MIS Building**

**Proposals Due: 4/27/2016**

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### 1.1 Introduction

The primary objective of this process is the procurement of roof replacement at Jefferson County MIS Building located at 402 S. Center Ave, Jefferson, WI 53549.

This project includes the removal of the existing roofing materials and installation of new roofing.

#### Incurred costs

Jefferson County is not responsible for any costs incurred by the Vendor in the preparation of the proposal, participation in the Vendors' meeting, or for any other cost in responding to the RFP.

### 2.0 Proposal Submittal Instructions:

#### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on the county website (<http://www.jeffersoncountywv.gov/>) under the Doing Business tab.

Activity	Time	Date
RFP released		
Submission of proposals due	12:00pm	4/27/2016
Infrastructure Committee review		
County Board Approval		
Anticipated project start date		

## 2.2 Submission of Questions

Questions shall be submitted to: Mark Miller, Central Services Director  
311 S Center Ave  
Jefferson, WI 53549  
(920)674-7198  
markm@jeffersoncountywi.gov

## 2.3 Site Visits

There will be a required site visits. Any Contractor who would like to visit the site, should contact Mark Miller at (920)674-7198 to arrange a time.

## 2.4 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "**Roof Replacement at Courthouse**". **Vendors shall submit 2 copies of their proposal in paper form.**

**Sealed Proposals must be delivered no later than 12:00pm on 4/27/2016to:**

**Jefferson County  
Administration  
311 S. Center Ave, Room 111  
Jefferson, WI 53549**

## 2.5 Opening of Proposals

The proposals will be opened 1:00pm in the Administration Office:

Room 111  
311 S. Center Ave.  
Jefferson, WI 53549

## 2.5 Ownership of Proposals

All proposals become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Vendor agrees that the County may copy the proposal for purposes of facilitating the evaluation.

## 2.6 Other information

Vendors may submit any other information that is not described in this RFP that would be beneficial to the County. If in the Vendor's opinion the County has overlooked any material or relevant item, such item(s) may be brought to the County's attention and be included in the proposal.

## 2.7 Public Records Law

All proposals are subject to the Wisconsin Public Records Law.

## 2.8 Bid and Performance Bond

Each bid submitted must be accompanied by a cashier's check, certified check, or a bid bond prepared on the surety's standard form duly executed by the bidder as principal and having as surety thereon a surety company licensed in the State of Wisconsin, in the amount of five percent (5%) of your total bid price, payable to the owner as a guarantee that if the bid is accepted, the successful bidder will execute and file with the owner within ten (10) days from the date the lowest responsible bidders bid is accepted, the required insurance certificate, a performance bond and a labor and material payment bond, for the faithful performance of this project and for the complete payment of all persons either performing labor or furnishing materials for the completion of this project. If the bidder fails to file such certificate and bonds within ten (10) days from the acceptance, the bid security shall be forfeited to the owner as liquidated damages. If you submit more than one bid, you will need only to submit one bid bond in the amount of five percent (5%) of your highest bid price. Attorney's-in-fact who sign bid bonds, performance bonds, labor and material payment bonds must file

with each bond a certified and currently dated copy of their power of attorney. Failure to include the bid bond with you bid will result in the rejection of your bid.

Checks used as bid security will be returned to all except the successful bidder within ten (10) business days of the award to the successful bidder. The bid security will be returned to the successful bidder upon satisfactory receipt of performance bond, certificate of insurance, payment bond, and/or any other forms required which may be pertinent to the project. In the event the successful bidder is unable or unwilling to perform pursuant to the terms and conditions of its accepted bid, Jefferson County, may at its discretion, cause the forfeiture of the full amount of the security or bond.

### **3.0 Terms and Conditions:**

**3.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**3.2.** The County reserves the right to re-issue any requests for proposals.

**3.3.** Upon the selection of a finalist Vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Vendor. If the County, for any reason, is unable to reach a final agreement with this Vendor; the County reserves the right to reject such Vendor and negotiate a final agreement with the Vendor who has the next most viable proposal or bid. The County may also elect to reject all proposals and re-issue a request for proposal.

**3.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a Vendor's proposal or obtain additional information.

**3.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**3.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**3.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Vendor.

**3.8** The Vendor, if selected, agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the County, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

### **3.9 Insurance**

**3.9.1** The Vendor, if selected, agrees that in order to protect itself as well as the County, its officers, Board, and employees under the indemnity provisions set forth in the paragraph above, Vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory
- Comprehensive General Liability and Auto: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Excess Liability coverage: \$1,000,000 over the General Liability and Automobile Liability Coverage

**3.9.2** The County shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the Vendor will furnish the County with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against the County upon any matter herein indemnified against, County shall cause notice in writing thereof to be given to Vendor by certified mail, addressed to its post office address. The County shall cooperate with Vendor and its attorneys in defense of any action, suit or other proceedings.

### **4.0 Vendor Qualifications:**

Vendors shall prepare and submit a qualifications proposal in the following order:

**4.1** Letter of interest (not to exceed two pages)

**4.2** Table of contents

**4.3** Vendor experience and qualifications

**4.3.1** Type of organization:

- a. Corporation proposing as a single entity for all services
- b. Corporation proposing as a prime entity for all services with sub-consultant(s).
- c. Joint Venture.
- d. Partnership.
- e. Other.

**4.3.2** Length of time in business and ownership history of prime and its sub-consultant(s) or joint venture partner(s).  
[If prime entity is a wholly owned subsidiary of another corporation, please provide details]

**4.3.3** Location of principal office that will be responsible for implementation of this contract.

**4.3.4** Location of other offices from which resources may be drawn.

**4.3.5** Size, resources and capabilities of responding entity;

- a. Organizational structure of Business Entity for this project (partners, associates, consultants, subcontractors and other participants and titles)
- b. Services and professional disciplines provided in-house by prime responding entity.

**4.4 Relevant Experience**

**4.4.1** Company experience providing similar services to other Wisconsin Counties, municipalities and counties in other states.

**4.5** Organization and Key Personnel - please identify primary contact and any key support personnel

**4.5.1** Qualifications of key personnel/staff providing services under this proposal. Indicate firm of origin where more than one company is involved if prime business entity is responding.

**4.6 References**

Provide client agency name, contact name, title, address, and phone number of at least three client that this type of service was performed.

**5.0 Scope of Work**

Vendors shall prepare and submit a Scope of Work that includes but is not limited to the following.

Remove the existing roofing material.

Provide and replace the roofing on the MIS Building located at 402 S. Center Ave, Jefferson WI 53549.

Required a thirty (30) year architectural shingle warranty.

The facility and surrounding grounds shall be restored to their original condition.

**5.1 Project Timeline** for all phases of project implementation with dates and deliverables for application and any other work the Vendor would perform to complete this project.

## **6.0 Proposal Pricing:**

### **6.1 Total proposed costs.**

### **6.2 Payment**

Jefferson County's preference is to pay for goods/services on P-Card. Indicate in the pricing document whether you will accept MasterCard for payment purpose. If so, all pricing must be inclusive of any and all fees associated with the acceptance of MasterCard; i.e. vendors are not to add notions such as "+3% service fee."

In addition, vendor should note how many days after receipt and acceptance of goods/services or receipt of invoice (whichever is later), payment must be processed to accept the credit card. Please keep in mind that we will not process payment until/unless compliance with the requirements/receipt of goods are confirmed and that Jefferson County requires a minimum of (2) days to process p-card payments.

If you are unable to accept credit card, payment will be made within thirty (30) days after acceptance of goods/services and receipt of a properly documented invoice. Note: Invoice must be sent to the location specified on the purchase order to avoid delays in payment. Vendors who wish to quote a discount for early payment against a purchase order may do so (reference the payment terms in the Pricing Document). For example: 1%/10 days. Discounts will be taken into consideration with evaluating costs.

## **7.0 Evaluation of Proposals:**

### **7.1 Evaluation Criteria**

Jefferson County will evaluate proposals based on but not limited to the following: cost, vendor qualifications, experience and references.

### **7.2 Vendor Interviews**

The County may contact vendors to clarify information in the vendor's proposal.